



State of Delaware
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
Public Safety Building, Suite 220
P.O. BOX 818
DOVER, DELAWARE 19903-0818
302-744-2680

The Honorable Jack A. Markell
Governor

Lewis D. Schilliro
Secretary

March 14, 2013

SafePlanc LLC
600 Monroe Street, Suite 300
Jefferson City, MO 65101

Attention: Brad Spicer, CEO

Dear Mr. Spicer:

I am pleased to inform you that SafePlans, LLC has been awarded Contract Number SHS-12-006-SchoolPlan: Development of Web-Based Planning Tool to Facilitate Comprehensive School Safety Plans.

Enclosed are three (3) copies of our contract form that must be completed and returned to my attention prior to March 29, 2013. The contract form MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Department of Safety and Homeland Security. One copy of the fully executed contract form will be returned for your records. We request that you return them by an express delivery service instead of through the regular mail because the U.S. Postal Service does not deliver to our street address and does not provide adequate tracking. Or you may hand deliver them to the following address, if you prefer.

Department of Safety & Homeland Security
Attention Central Fiscal Office
303 Transportation Cr.
Dover, DE 19901

The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

Sincerely,

Lewis Schilliro
Cabinet Secretary
Department of Safety and Homeland Security

LS/sy
Enclosures (4)
cc: R.L. Hughes